

**DIVISION OF HOUSING, ENERGY, AND COMMUNITY RESOURCES
HOME ENERGY PLUS BUREAU
WEATHERIZATION ASSISTANCE PROGRAM
GRANTS SPECIALIST ADVANCED
POSITION DESCRIPTION**

This position is a statewide Grants Specialist Advanced position based in Madison and includes travel throughout the state in representing the Department in the provision of technical assistance and program implementation assistance. A primary function of the position is to provide technical assistance to local governments and nonprofit organizations for the Weatherization Assistance Program (WAP), Wisconsin Home Energy Assistance Program (WHEAP) Emergency Furnace, Rental Housing Development (RHD). Included with the program review responsibilities is ensuring compliance with the federal WAP, LIHEAP and RHD regulations that govern the programs to ensure continued federal funding. This position is also responsible for the independent review of subgrantee fiscal management to ensure segregation of funds, procurement actions, timely payment to vendors, proper allocation of resources, and review of potential conflict of interest circumstances. This position will independently formulate funding recommendations and monitor agencies for compliance with contract terms and conditions and with the wide range of complex federal regulations that accompany the programs.

TIME % GOALS AND WORKER ACTIVITIES

40% A. Administer Complex Federal Grant Programs

- A1. Function as Grants Specialist Advanced providing specialized technical assistance to local governments and nonprofits for the Weatherization Assistance Program, Wisconsin Home Energy Assistance Program, and the Emergency Furnace program.
- A2. Assist units of local government and nonprofits in tracking and managing funds to ensure compliance with state of Wisconsin and Federal grant expenditures regulations by providing training throughout the State to subgrantee agencies.
- A3. Provide feedback and act as a resource to the Division and its directors regarding the fiscal integrity of subgrantee agencies.
- A4. Develop and incorporate fiscal review tools and reporting instruments that will ensure full and consistent review of agency program records.
- A5. Review agency Contract Planning Workbooks for accuracy and completeness.

- A6. Review program and agency financial reports/statements and related backup documentation at subgrantees to ensure compliance with federal guidance 2 CFR 200 and 10 CRF 440.
- A7. Review agency procurements to ensure compliance with State of Wisconsin and federal requirements.
- A8. Review cost allocations and reasonableness
- A9. Provide grants management training for local governments and nonprofits.
- A10. Proactively and consistently bring tasks to successful completion, implementation of financial packages within the established budget and timeline.
- A11. Provide financial and project cost analysis along with project feasibility review for projects.
- A12. Review subgrantee financial audits and develop specific follow-up questions.
- A13. Schedule multiple visits including monitoring visits with subgrantees to ensure their compliance with federal program requirements.
- A14. Create and maintain program applications, implementation manuals and guides.

35% B. Monitoring Weatherization Assistance Program, Emergency Furnace Program, and Rental Housing Development Program.

- B1. Develop and maintain a risk matrix to select grantees for formal monitoring visits.
- B2. Prepare and review schedule of grant monitoring with Section Chief.
- B3. Correspond both orally and in writing with grantees to coordinate receipt of documents for a desk review.
- B4. Correspond both orally and in writing with grantees to coordinate and schedule on-site monitoring visit.
- B5. Travel and perform monitoring to ensure compliance with contractual obligations and adherence to Federal and State of Wisconsin Regulations.

- B6. Review financial expenditures and supporting documentation.
- B7. Document compliance and non-compliance issues with subgrantees.
- B8. Communicate with grantees disclosing outcomes of the monitoring visit within 30 days.
- B9. Resolve noncompliance/problems determined either by desk review or monitoring visit.

15% C. Documentation and Reporting Activities

- C1. Report at regular intervals project performance to Bureau Director and Section Chief. Prepare briefing papers when required to detail project summaries.
- C2. Ensure that monthly/quarterly/annual reporting is completed by subgrantees.
- C3. Provide technical assistance for subgrantee program management and agency fiscal departments.
- C4. Assist in completion of time studies and cost/benefit analysis as directed.
- C5. Assist subgrantees development of cost allocation formulas.
- C6. Receive, review and prepare documentation to sign-off on final close out documentation.
- C7. Maintain paper and electronic files in a clear and concise manner, ensuring that the subgrantee monitoring is easily reviewed.

10% D. Provide Training and Complete Special Projects

- D1. Develop and present for trainings and conferences as requested.
- D2. Create related publications, including written training materials and web-based information.
- D3. Work on special projects and one-time initiatives as requested by the Division Administrator, Bureau Director or Section Chief.
- D4. Work in coordination with Division staff to assist in grant management and provide coverage and assistance when needed.

Knowledge, skills, and abilities

1. Knowledge of program oversight and assessment techniques.
2. Knowledge of grant funding management.
3. Ability to understand and apply complex rules, regulations, and policies.
4. Knowledge of quality control procedures.
5. Knowledge of office computer software.
6. Effective oral and written communication skills.
7. Ability to work as a team member.
8. Ability to provide technical assistance.

Travel Requirements

This position requires up to 75% travel to complete onsite review at subcontracted nonprofit agencies across Wisconsin. Many monitoring and training travel destinations will require multiple consecutive overnight stays.